

Meeting Minutes

Board of Directors of The American Ranch Domestic Water Improvement District
May 22, 2024 at 10:30 a.m.
The American Ranch – Billiard Room
9500 American Ranch Road, Prescott, AZ

District Board Meeting Guidelines: The meeting will be held in accordance with A.R.S. Title 38 Open Meeting Laws. Board and attendees participation shall be civil and courteous. Any disruptive behavior could result in removal from the meeting. Comments and questions from the public shall be called upon by the Board Chairman, and shall begin with stating and spelling of the speaker's name and address. All comments and questions shall be directed to the Board Chairperson. Persons with a disability may request a reasonable accommodation such as a sign language interpreter, by contacting Jennifer Bartos, Improvement District Services, Inc. at (928) 443-9484. Requests should be made as early as possible to allow time to arrange the accommodation. Requests for copies of Board Meeting minutes or other District documents, inquiries, or complaints should be submitted in writing to: Improvement District Services, Inc., 3603 Crossings Drive Prescott AZ 86305.

Call to Order – Mark Kaplan, Gerry Breuer, David Puglia, Liz Mahon and Cynthia Baker present.

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator, Improvement District Services, Inc.; Bob Hanus, District Operator, Western Environmental Technologies;

1. Discussion and possible action regarding the monthly operations report from Bob Hanus of Western Environmental Technologies regarding the operation and maintenance of the water and sewer facilities and status of projects, to include:
 - a. The status of the remote metering system;
 - b. The status of the redundancy project;Motion: made by Director Baker to finish the redundancy project provided the system is using the current sewage treatment process, second by Chairman Puglia.
Unanimous Approval
2. Discussion and possible action to renew the Operations Contract with Western Environmental Technologies. Jennifer will prepare the Request for Bids with a due date of June 12. A site visit will be mandatory for bidding. Motion: made by Director Mahon to issue a Request for Bids, obtain 3 bids, including WET, from well established companies, second by Director Baker.
Unanimous Approval
3. Discussion and possible action regarding 2024/2025 Tentative Budget, rates and fees, and if appropriate set the hearing date and time as June 13 at 5:00 pm. Motion: made by Vice-Chair Kaplan to approve the budget, rates and fees and set the hearing date and time as June 13 at 5:00 pm, second by Chairman Puglia.
Unanimous Approval
4. Discussion and possible action to approve meeting minutes of May 8, 2024. Motion: made by Director Mahon to approve the meeting minutes, second by Vice-Chair Kaplan.
Unanimous Approval

Public Comment Period: The public will be given the opportunity to comment to the Board of Directors on non-agenda item issues pertaining to the District. This is the time for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Two minutes will be allowed for each speaker.

Fiscal Year 2024-2025 Tentative Budget

Adopted 5-22-24

Exhibit A

EXPENSE	FY 23/24 Budget	4/15/24 Actual	12 Month Estimate	FY 24/25 Budget
O&M Expense				
Administrative Expense				
ADEQ Registration	\$3,500	\$29,113	\$29,113	\$3,500
Administrative Services				
Activation Fees	1,500	2,400	2,550	2,500
Additional Admin Services	100	65	65	1,300
District Admin Contract	46,202	34,651	46,201	47,588
Reimbursed Admin Svcs	5,000	4,278	5,704	5,000
Annual CCR - Water Quality Report	1,250	0	1,250	1,290
Attorney Services	500	2,315	2,315	500
Bank Charges	55	59	70	70
Elections/County Reimbursement	0	0	0	9,000
Insurance	16,500	17,437	17,437	17,500
Office Supplies	250	123	250	250
On-line Payment Processing	200	42	63	75
Postage	120	0	0	150
Professional Services - CPA	0	0	0	0
Publishing - Newspaper	600	147	600	900
Operating Expense				
Alarm System Monitoring	965	599	965	965
Artificial Rocks for Backflow	1,000	0	0	1,600
Backflow Testing Program	10,375	0	10,375	11,750
Chemicals	4,900	2,052	4,900	6,500
Electricity	26,000	21,732	32,598	33,000
Emergency Services	5,000	255	255	5,000
Exercise Valves	4,120	0	4,120	4,250
Freeze Protection	900	0	900	900
Generator Repair & Maintenance	3,800	0	3,800	3,800
Hauling & Disposal	17,500	0	17,500	24,500
Lab Analysis	13,000	6,838	13,000	13,000
Lab Equipment	1,700	0	1,700	1,000
Operating Equip & Supplies	15,000	20,676	25,000	25,000
Operator Services				
District Operator Contract	88,901	58,138	88,901	93,346
Operator Overtime	2,500	1,750	2,500	2,500
Remote Meters Annual Service	17,000	16,880	16,880	16,880
Sewer Line Flushing	3,605	0	3,605	3,800
Telephone & Internet	2,350	1,807	2,350	2,350
UV Bulbs - Sewer	500	0	500	750
Water Line Flushing	1,400	0	1,400	1,500
Water Truck	1,250	2,510	2,510	1,250
WWTP Redundancy Project	118,000	0	34,781	0
Spillway	0	0	0	12,200
Storage	0	0	0	0
Wastewater Facility Equipment	0	0	0	23,850
Water Facility Equipment	0	0	0	10,000
Sales Tax	2,500	0	2,500	2,500
Contingency (10% of 6-38)	24,439	30	30	35,626

<i>Subtotal</i>	<i>\$442,482</i>	<i>\$223,897</i>	<i>\$376,688</i>	<i>\$427,440</i>
Transfer	131,293	0	0	164,998
Total O&M Expense	\$573,775	\$223,897	\$376,688	\$592,438

CAPITAL Expense

Capital Reserve Fund	\$68,839	\$0	\$0	\$127,552
Meter & Backflow Installation	18,000	4,232	4,232	5,000
Capital Contingency	0	0	0	0
Total Capital Expense	\$86,839	\$4,232	\$4,232	\$132,552

TOTAL EXPENSE BUDGET	\$660,614	\$228,129	\$380,920	\$724,990
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REVENUE	FY 23/24 Budget	4/15/24 Actual	12 Month Estimate	FY 24/25 Budget
O&M Revenue				
Activation/Transfer Fee	\$1,500	\$1,902	2,550	\$2,500
Ad Valorem Tax	0	0	0	0
Collections	5,000	3,350	4,130	5,000
Interest	20	3,706	4,000	3,500
Reuse Income	1,500	1,081	1,100	0
User Fees - Unconnected	64,740	58,792	64,262	49,410
User Fees - Community - Sewer	45,000	37,500	45,000	45,000
User Fees - Community - Water Flat	24,000	20,300	24,000	24,000
User Fees - Community Water Usage	8,000	6,150	8,199	8,200
Residential Base Fee Water & Sewer	165,360	153,029	204,119	205,920
User Fees - Residential - Water Usage	12,000	11,816	12,000	12,000
User Fees - Commerical Sewer & Water	36,000	3,583	3,583	0
User Fees - Commercial Water Usage	100	300	300	0
Spillway from HOA	0	0	0	6,100
Sales Tax - Water	2,000	1,137	2,500	2,500
Subtotal	365,220	302,646	375,743	364,130
Permit Fees	1,500	3,000	3,000	1,500
Miscellaneous O&M Income	0	40	40	0
Total O&M Revenue	\$366,720	\$305,686	\$378,783	\$365,630

CAPITAL Revenue

Hook up Fee	\$21,000	\$46,000	\$46,000	\$16,000
Interest	200	2,736	2,800	2,800
Total Capital Revenue	\$21,200	\$48,736	\$48,800	\$18,800

TOTAL REVENUE BUDGET	\$387,920	\$354,422	\$427,583	\$384,430
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